

**FREEDOM OF INFORMATION  
AND  
PRIVACY ACTS**

**SUBJECT: CUSTODIAL DETENTION**

**SECURITY INDEX**

**FILE NUMBER: 100-358086**

**SECTION : 17**



**FEDERAL BUREAU OF INVESTIGATION**

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## NOTICE

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STANDARD FORM NO. 64

## Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: October 26, 1951.

FROM : SAC, OMAHA

PERSONAL AND CONFIDENTIAL

SUBJECT: SECURITY INDEX - GENERAL

ReBuLet October 3, 1951.

The package containing the new Security Index List referred to in BuLet of October 3, 1951, has been received by this office and the old list has been destroyed by burning.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: October 25, 1951

FROM : SAC, LouisvilleSUBJECT: SUMMARY REPORTS IN SECURITY  
INDEX CASES

Re Section (B), SAC Letter No. 95, Series 1951, September 22, 1951, captioned "SECURITY INDEX - Preparation of Summary Reports," containing instructions regarding this program and instructing that the Bureau be advised of plans formulated and action taken to execute these instructions within thirty days after the receipt of referenced SAC Letter.

A preliminary review of Security Index and Security Matter - C cases in this office reflects the following number of cases within the priority classifications set up for preparation of summary reports:

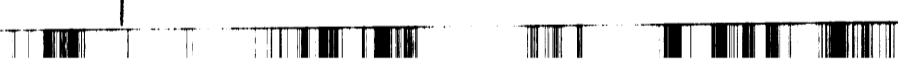
1. (New names to be recommended for Security Indexing) Nine
2. (Names in Special Section of Security Index) None
3. (Top Functionaries in Security Index) None
4. (Key Figures in Security Index) One
5. (Security Index Subjects employed in vital Facilities) None
6. (Cases in which no derogatory information has been submitted in report form since January 1, 1949) Three
7. (Remainder) Thirteen\*

As the foregoing schedule indicates, it is contemplated that a total of twenty-eight cases (including names to be considered for security-indexing) will receive attention in this office in connection with this project.

There are four men presently assigned to Security Investigations in this office - two are actively working on security cases and the other two will begin as soon as they clear up their other work.

It is estimated that it will require an average of one week's time more or less to prepare and dictate each summary report. On this basis, a total twenty-eight agent weeks would be required.

\* Three subjects have moved out of Louisville territory and their addresses are in the process of verification.



901 changed  
to  
27-13

It is estimated that each agent assigned to Security Investigations can spend approximately half of his time on this project.

On the basis of the foregoing estimates, it is believed that this program can be finished in this office by January 1, 1952, and at the latest January 31, 1952.

The following schedule for preparation and submission of reports is contemplated:

1. Potential Key Figure, not yet designated Key Figure or recommended for Security Indexing.
2. The next three most important subjects not yet recommended for Security Indexing.
3. The existing Key Figure.
4. Four of the most important Security Index subjects in classification (7) of rebulet.
5. The remaining five cases on individuals not yet recommended for Security Indexing.
6. The two of the three cases in classification (6) of referenced SAC Letter. (One case is scheduled under (4) above.)
7. The remainder of the cases in classification (7) of referenced SAC Letter.

It will be noted that departures have been made from the schedule set out on Pages four and five of referenced SAC Letter. The departures and the reasons for them are as follows:

The potential Key Figure and three other subjects are scheduled first because it is believed that they are sufficiently dangerous that they should be placed on the Security Index as quickly as possible. One of these individuals is elderly but, because of his long association with the Communist Party and his apparent devotion to it, he is believed dangerous despite his age. Three of these subjects, including the elderly subject, are prolific letter writers to the "letters-to-the-editor" columns of local newspapers and have the general reputation of being Communists.

901 changed  
to  
27-13

The remaining subjects not yet recommended for Security Indexing have been scheduled later because less information is available concerning them, and they are believed to be less dangerous.

Two of the three cases in which no derogatory information has been submitted in report form since January 1, 1949, are scheduled next to last because it is contemplated that these two and the group scheduled last in the suggested schedule above will be considered for recommendation of cancellation of the Security Index card.

It will be noted that three of the most important cases in classification (7) of referenced SAC Letter are scheduled previously in the priority schedule.

Basically all deviations from the schedule set up in SAC Letter No. 95 have been made because of the relative importance of individual subjects based on a review and consideration of each case.

Reference is made to the portion of SAC Letter No. 95 dealing with "Justification of Security Index Cards." Inasmuch as the purpose of this program is to place the Bureau in a state of preparedness in the event that the Emergency Detention Program is placed in operation, Bureau advice is sought as to the necessity of submitting summary reports on those Security Index subjects who are being considered for interview with a view to determining their attitude in preparation for recommending cancellation of the Security Index card on them. It is suggested that a saving of time would be effected in the field if the summary report could be submitted after interview and after it had been decided to continue the names on the Security Index. If the Security Index Card in a particular instance is to be cancelled, the necessity for a summary report in that case would be obviated.

901  
changed  
to  
27-13

2

SAC, Louisville

November 16, 1951

RECORDED - 76  
EX-98

Director, FBI

SECURITY INDEX -  
PREPARATION OF SUMMARY REPORTS

Bourlet dated October 25, 1951, wherein you raised a question with regard to the matter of preparing summary reports in Security Index cases. The question raised by you is being considered along with other observations and suggestions made by other offices. The policy established as a result of such questions and suggestions will be contained in a forthcoming SAC Letter.

changed to  
41-13

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI  
FROM : SAC, RICHMOND  
SUBJECT: SUMMARY REPORTS -  
SECURITY INDEX CASES

DATE: October 26, 1951

Re SAC LETTER #95, Series 1951, dated September 22, 1951.

Status of project in Richmond Office is as follows, as broken down in referenced bureau letter:

1. This project has been assigned and is receiving continuous attention.
2. There are no Security Index subjects in the special section of the Security Index.
3. There are no Security Index subjects designated or classified as Top Functionaries.
4. Security Index cards show only one Key Figure, i. e.,

Forms FD-122 are being submitted recommending that the Security Index cards as to these two subjects be amended by adding the designation "Key Figure".

No supplemental summary reports, therefore, will be submitted as to these two subjects and





902 changed  
to  
41-13

in case the Bureau agrees with the recommendation, in the future these two subjects will be handled as Key Figures.

5. Security Index cards indicate three subjects employed in vital facilities. These files are being reviewed at the present time preparatory to submission of summary reports.

6. There are no Security Index cases in this category, i. e., cases in which reports containing derogatory information have not been submitted since January 1, 1949.

7. Remaining cases in the Security Index total 16. It is noted, however, that summaries were submitted as to two of these subjects, thus leaving 14 for preparation of summary reports.

903  
changed to  
45-12

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: October 26, 1951

FROM : SAC, SAN ANTONIO

SUBJECT: SECURITY INDEX - PREPARATION  
OF SUMMARY REPORTS

Re SAC Letter No. 95 dated 9/22/51, Section B.

This is to advise that the San Antonio Office has inaugurated the project of preparing summary reports on individuals who are listed on the Security Index in the San Antonio area.

Each Agent to whom one of these cases is assigned has been advised of the details and purposes of this project; and instructed to begin work on it as promptly as possible.

Further progress on this project will be reported as requested in referenced SAC Letter.

904

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 10/18/51

FROM : EXECUTIVES CONFERENCE

SUBJECT: SUGGESTION OF  
LOS ANGELES OFFICE  
TO MARK CERTAIN SECURITY FILES  
IN A DISTINCTIVE MANNER

On 10/18/51, the Executives Conference, consisting of Messrs.

considered the advisability of authorizing the Field to identify by block stamp approximately 1" high on the outside cover those files pertaining to subjects of Security Index or Communist Index cards. The files on Security Index subjects would be stamped with the large initials "SI" on the outer cover and files pertaining to Communist Index subjects would be stamped "CI."

The Conference also considered:

ADVANTAGES:

1. File clerks looking for files can immediately spot those relating to Security Index or Communist Index cards.
2. When an incoming document attached to a file arrives at the desk of a Security Supervisor for action in the Field he is immediately put on notice that the file contains a Communist or Security Index card. This saves looking through the entire file. The stamp is a signal that if the incoming document relates to change in residence or office address or similar data the Security Index card will have to be adjusted.

DISADVANTAGES:

1. The infinitesimal amount of time required to actually stamp the outer cover of the file.

This suggested technique, if approved, will apply only to Field files and will have no application to Seat of Government files, for the problem at the Seat of Government is entirely different.

For the Director's information, this matter was considered several months ago and the Los Angeles Field Division was authorized to put "CI" and "SI" stamps on its files as an experiment in order that the Bureau could have the benefit of actual practice with the technique.

*Memorandum for the Director*

The Los Angeles Field Division having 14,000 Communist Index cards and more than 2,100 Security Index cards has found that the practice of stamping the files is time-saving and a distinct benefit to the administration of Security work.

The New York Office advised by telephone on 10/17/51 in response to an inquiry that it would like to have permission to stamp its files "CI" and "SI."

The Conference was unanimously of the opinion that the technique was a good one that should be applied to the Field as a whole.

The Administrative Division will obtain the necessary rubber stamps and forward them to the Field.

If the Director approves, the attached SAC Letter should be signed and dispatched. Also attached for the Director's signature is a letter to Special Agent , advising him of the ultimate outcome of his idea.

Respectfully,  
For the Conference

GK.  
J.

905  
changed  
to  
28-9

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: October 26, 1951

FROM : SAC, Memphis

SUBJECT: SECURITY INDEX  
Preparation of Summary Reports

Reference is made to SAC Letter No. 95, dated September 22, 1951, with instructions concerning preparation of summary reports in Security Index cases.

The Memphis Office has fifteen Security Index Subjects. None of these are Top Functionaries or Special Section Subjects. Of the fifteen Security Index Subjects, three are Key Figures. Our plan is to prepare summary reports in the Key Figure cases first and, thereafter, prepare summary reports in the other Security Index cases in accordance with the instructions in the referenced SAC Letter. This project will not be a major one in the Memphis Office in view of our relatively few Security Index Subjects.

905  
changed  
to  
28-9

SAC, Memphis

November 19, 1951

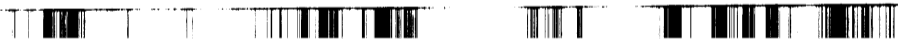
Director, FBI

CONFIDENTIAL

SECURITY INDEX -  
PREPARATION OF SUMMARY REPORTS

Reference is made to your letter dated October 26, 1951, which indicated that as of that date there were fifteen Security Index subjects in your office. On October 17, 1951, a statistical count of Security Index cards by Field Office was made at the Bureau at which time there were twenty-three Security Index cards listed under the Memphis Division.

You should immediately recheck your Security Index and furnish the Bureau with the results of the check.



906 changed to

18-14

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: October 26, 1951

FROM : SAC, Honolulu

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

*Security Index*

Re SAC Letter No. 95, Section (B), dated 9-22-51.

In connection with the project being instituted for submitting summary reports on all individuals whose names are included in the Security Index of this office, the following information is being submitted:

- Subjects maintained in Special Section of Security Index . . . . . 0
- Subjects designated as Top Functionaries in Security Index . . . 0
- Summary reports to be prepared on subjects designated as Key Figures (including 7 Smith Act subjects, for which supplementary reports are to be written). . . . . 34
- Subjects employed in Vital Facilities . . . . . 0
- Summary reports to be prepared on all remaining Security Index subjects wherein no pertinent derogatory information submitted in report form since January 1, 1949 . . . . . 5
- Summary reports to be prepared on remainder of cases in the Security Index . . . . . 69

Under instructions in Bulet of 10/9/51 entitled "COMMUNIST PARTY, USA (Prosecution of Additional Subjects under Smith Act, - Hawaii), IS-C," all Security Index cases in this office have been opened for review and additional investigation to determine if the subject can be interviewed and used as a witness in the Smith Act prosecutions. At the conclusion of the Smith Act prosecutions, which occupy all the time of the present staff of this office, if some worthwhile evidence can be developed, the summaries will be prepared in these cases.

*18-14*



907  
changed  
to  
43-14

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: October 25, 1951

FROM : SAC, MINNEAPOLIS

SUBJECT: SECURITY INVESTIGATION OF INDIVIDUALS  
SECURITY INDEX  
SAC LETTER #73, SERIES 1951

*SECURITY INDEX*

Paragraph A of reference SAC let instructs that upon completion of the review as required, the Bureau should be advised of the number of cases which should be opened on the basis of the review.

Please be advised that the Minneapolis Office has opened 259 cases on the basis of this review.





908  
changed to  
56-12

Memorandum • UNITED STATES GOVERNMENT

DATE: 10/27/51

TO : Director, FBI  
FROM : *KW* SAC, Norfolk  
SUBJECT: SECURITY INDEX - PREPARATION OF SUMMARY REPORTS

Re SAC Letter #95 dated 9/22/51.

The following is being submitted in regard to the status of this project in the Norfolk Office.

Referenced SAC letter sets forth a schedule for submitting summary reports.

- Under Category I : The Norfolk Office has not recommended any additional subjects for inclusion in the security index since the receipt of referenced SAC letter.
- II: The Norfolk Office does not have any subject maintained in the special section of the security index.
- III: The Norfolk Office does not have any top functionaries.
- IV: The Norfolk Office has four key figure subjects. Summary reports have been submitted on three of these four key figure subjects.
- V: The Norfolk Office does not have any SI subjects employed in vital facilities.
- VI & VII: The Norfolk Office has 15 other security index subjects. Summary reports have been submitted on four of these.

The Norfolk Office now has one key figure subject and eleven other security index subjects on which to prepare summary reports. These have all been assigned for the preparation of these reports and they will be submitted as soon as possible.



Office Memorandum • UNITED STATES GOVERNMENT

TO :  
FROM :

*JK*

DATE: May 21, 1951

SUBJECT: LOYALTY OF GOVERNMENT EMPLOYEES  
SECURITY INDEX - GENERAL

PURPOSE

To advise you concerning cases referred by the Loyalty Section to the Internal Security Section for review to determine if Security Index Cards are warranted.  
*For Government Employees*

DETAILS

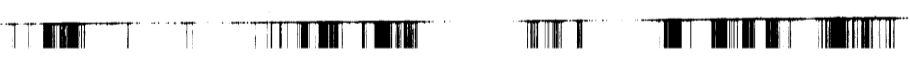
A. Basis for Referring Results of LGE Investigations to the Internal Security Section.

When disloyal information falling in one of the following three categories is developed during an LGE investigation the matter is referred to the Internal Security Section for its consideration as to whether the particular individual on whom the derogatory information is developed should be made the subject of a Security Index Card or whether further security investigation should be conducted. The three categories designated by number are set out as follows:

1. When the loyalty investigation developed either documentary evidence or admission on the part of the individual of past membership or affiliation in the Communist Party or related groups.
2. When the loyalty investigation developed information through informants not supported by documentary evidence that the individual is or has been a member or has made application for membership in the Communist Party or related groups.
3. When the loyalty investigation developed a substantial amount of information reflecting activity or sympathetic association on the part of the individual in organizations affiliated with the Communist Party or association with Communist Party members or espionage subjects. This group also includes individuals who signed Communist Party nominating petitions or registered as a Communist in a primary election.

In addition to the above categories, cases are referred to the Internal Security Section when the LGE investigation developed information that an individual is or has been a member or has affiliated with revolutionary groups other than the Communist Party and related groups. For example, the Nationalist Party of Puerto Rico.

B. Action Taken by Security Index Desk



When cases referred by the Loyalty Section are received at the Security Index desk the 121 file and other subversive files if any, are reviewed by the supervisor to whom the matter is assigned to determine:

1. Whether the facts developed warrant the individual's name being considered for the Security Index. If that is determined a review is made to be certain the office covering the residence of the subject has copies of all pertinent LGE reports and that office is requested to submit its recommendation regarding a Security Index card.
2. Whether additional investigation is necessary to follow the individual's activities before a determination can be made as to whether a Security Index card should be prepared. This, of course, depends on the information developed to date in the case. It is to be noted that the field has been instructed in loyalty matters to promptly furnish to the Bureau any derogatory information coming to the attention of the office subsequent to the completion of the LGE investigation.

C. Analyzation Re LGE Investigations.

The following figures relate to certain factors in analyzing LGE investigations to date. The various categories will be considered separately hereinafter:

LGE cases closed as of April 28, 1951 ..... 15,013

	<u>No Disloyal Information Developed</u>	<u>Disloyal Information Disclosed</u>
Total .....	5,407	9,606
<u>Breakdown of Total</u>		
a. Removed or Denied Employment	---	249
b. Not processed under Executive Order 9835	392	525
c. Retained or Accepted	3,554	4,979
d. Resigned, otherwise separated or withdrew from consideration	391	1,767
e. Pending Advice from Loyalty Review Board	1,070	2,086

~~CONFIDENTIAL~~

Any case in which derogatory information has been developed during the LGE investigation, when the derogatory information falls under categories 1, 2 or 3 as set out under A above, are referred to the Security Index desk for review for possible inclusion in the Security Index regardless of the history or status of the case as indicated under (a) to (e) above. In other words, if the individual's subversive activities fall under categories 1, 2 or 3, the case has been referred by the Loyalty Section whether the person is discharged, accepted, resigned or not processed under Executive Order 9835.

Cases so referred are reviewed by the Security Index desk and a determination made as to whether a Security Index card is warranted. The same standards are used in making this determination as are used in considering an individual for the Security Index who is not employed by the Federal Government. All factors of the case are fully considered before a decision is reached as to whether the person's name should be included in the Security Index.

Observations regarding cases falling under (a) to (e) listed above are considered separately as follows:

a. Removed or Denied Employment

As of April 28, 1951, there were 249 cases in this category. Of this number, 56 are presently on the Security Index. As pointed out above, all of these cases which fall in categories 1, 2 or 3 under A above have been reviewed previously to determine whether a Security Index card is warranted. However, in view of the broadening of our standards for including names in the Security Index since the Korean situation it is believed that a check should be made at this time to determine the present activities of the individuals not on the Security Index and included in that group, in view of the fact that it would appear that these 249 cases are the more aggravated cases developed by the LGE program.

Recommendation:

That those cases of the 249 which are not presently on the Security Index be reopened, if not already done, and the Field be instructed to bring up to date to determine if a Security Index card is warranted.

b. Not Processed Under Executive Order 9835.

There are 525 cases listed under the above caption in which derogatory information was developed under full field loyalty investigations but who were not processed under Executive Order 9835. These cases were processed under P.L. 808 now P.L. 733 which permitted summary dismissal from certain sensitive defense agencies. The figures regarding the exact number of removals or denials of employment under P.L. 808 cannot be determined without a review of the individual case files.

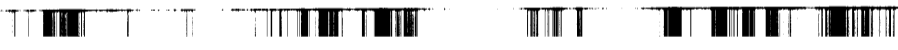
The most aggravated cases in this group have no doubt lead to removal from employment with the Federal Government. Of the 525 cases, those which fall in categories 1, 2 or 3 under A above have been reviewed previously.

Recommendation:

It is recommended that the 525 cases be reviewed to determine (1) the number presently on the Security Index (2) the number in this group still in government employment and (3) the number removed or denied employment under P.L. 808. When it is found that the individuals are still with the government, it should be determined whether additional investigation should be conducted in the matter to consider them for inclusion in the Security Index. The more aggravated cases will be the cases where the individual has been removed or denied employment. It is recommended that the field be instructed to bring such investigations up to date, if not already done, to consider for the Security Index.

c. Retained or Accepted.

There are 4,979 cases in this group on whom derogatory information has been developed during the LGE investigation which fall in categories 1, 2 or 3 under A above. These cases have already been reviewed to determine whether Security Index cards are warranted and to date 61 individuals in this group are carried in the Special Section of the Security Index under U. S. Government Employees.



As mentioned above, the Field has been instructed in loyalty matters to promptly furnish to the Bureau any derogatory information coming to the attention of the office subsequent to the completion of the LGE investigation. SAC Letter #47, Series 1951, dated May 12, 1951, reinstructed the Field to consider the internal security aspects of government employee investigations and the necessity of correlating LGE investigations with the requirements of the Security Index program. The Field has been instructed in the matter previously.

Included in the 4,979 cases are 135 cases where the loyalty investigation either developed documentary evidence or admission on the part of the individual of past membership or affiliation in the Communist Party or other revolutionary groups. Of the 135, seven are on the Security Index. The remainder of the 135 are not on the Security Index because:

- (1) The documentary evidence is dated 1946 or prior and is the only information of a disloyal nature developed.
- (2) In 6 of the cases the only disloyal information developed is an admission on the part of the individual.
- (3) All derogatory information is over five years old.
- (4) Investigation developed information that the person subsequently became disassociated from the Party.

All of the 135 cases which generally fall within the above four groups were not placed on the Security Index and only the seven more aggravated ones were so placed.

Of the remainder of the 4,979 cases, many contained derogatory information on relatives of the employee rather than on the employee himself and the others did not meet the standards for including a name on the Security Index. As pointed out above, the same standards were used in making the determination as are used in placing any name on the Index. Past subversive activity in the absence of other factors indicating dangerousness was not considered sufficient to warrant a Security Index card just because the person was retained in government employment.

In addition, in these cases the employees have already been interviewed by hearing boards who have ruled on the eligibility and it is not believed they should be interviewed again by the Bureau.

Recommendation:

That no change in the policy of handling cases in this group be made at this time, except as to the persons employed in the government not on the Security Index (approximately 131) in which there has been developed documentary evidence or admissions of membership in the Party. In that limited number of cases it is recommended that the Field consider interviewing those persons, if not already done, for information concerning their Party activity. Prior to considering the recommendation the Field should review records of the loyalty hearing. It is felt that these persons who have been cleared for employment and who definitely were members of the Party should be willing to cooperate with the Bureau by furnishing background information regarding their Party activity.

- d. Resigned, otherwise separated or withdrew from consideration.

The files on the 1,767 persons in this group on whom derogatory information, which falls under categories 1, 2 or 3 under A above, was developed have already been reviewed and the name placed on the security Index when warranted.

Recommendation:

That no further action be taken at this time on this group.

- e. Pending advice from Loyalty Review Board.

Those cases (2,086) which fall under categories 1, 2 and 3 under A above have been reviewed at the Security Index desk and considered for the Security Index.

Recommendation:

That no further action be taken at this time on this group.



ACTION

The procedure as outlined under A and B will be continued and cases falling under C (a), (b) and (c) are being reviewed and reopened in accordance with the recommendations.



STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

DATE: October 19, 1951

TO :

FROM :

SUBJECT:

SECURITY INDEX - GENERAL

PURPOSE

To advise you of the total cards in the Security Index.

DETAILS

During the past week 89 new cards were added to the Security Index and 12 cards were canceled, a net increase of 77 cards.

The Security Index count as of today is 17,201.

911  
changed  
to  
42-15

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: October 26, 1951

FROM : SAC, St. Louis

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

Re SAC Letter No. 95 dated September 22, 1951.

Under Category No. 2, the St. Louis Office has no cases in the Special Section of the Security Index.

Under Category No. 6, the St. Louis Office has thirteen cases.

Under Category No. 7, the St. Louis Office has 143 cases.

With respect to Category No. 4 (Key Figure), the St. Louis Office will plan to prepare summary reports by January 1, 1952 in all cases which are due for a six months report by January 1, 1952. In the balance of the cases in Category No. 4 which would ordinarily be due for a six months report subsequent to January 1, 1952, this office plans to submit a summary report on the six months due date. In this connection there are presently twenty-four Key Figure cases in the St. Louis Office.

With respect to Category No. 5 (Vital Facility) of which there are twenty-three cases presently pending, this office will endeavor to submit summary reports in this category by March 1, 1952.

With respect to Category No. 6 and Category No. 7, it is planned that these reports will be submitted by April 1, 1952 and August 1, 1952, respectively.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: October 29, 1951.

FROM : SAC, OMAHA

PERSONAL AND CONFIDENTIAL

SUBJECT: SECURITY INDEX - GENERAL

ReBuLet October 25, 1951.

The sealed package containing a new Security Index List, referred to in reference letter, has been received and the old list destroyed.



## Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

FROM : SAC, BALTIMORE

SUBJECT: SUMMARY REPORTS IN  
SECURITY INDEX CASES

DATE: 10/31/51

Re SAC Letter #95, 9/22/51, Section B.

The Baltimore Office has at present two Security Index subjects who are also Smith Act subjects, namely, , top functionary, and , key figure. Prosecutive summary reports have been submitted in these cases and in accordance with instructions in rebulet these cases will not be scheduled for summaries under instant program but will be controlled by instructions in the Smith Act cases.

With regard to each of the 7 categories of cases to be scheduled for summary reports, the following program has been instituted in the Baltimore Office:

1. Cases in which a new name is being recommended for inclusion in the Security Index except where initial report is being submitted therewith.

The Baltimore Office has pending approximately 650 Security Matter cases in which no SI card has been established. The major portion of these cases will be those in which an initial report has not yet been submitted and no summary will therefore be required until one year from the date of such initial report. These summaries will be scheduled individually as the reports are submitted. Others of these cases will result in interviews of the subject and a decision at that time as to whether SI cards should be established. The scheduling of summary reports therefore in this category will be dependent upon the results of current investigation.

2. Special Section.

The Baltimore Office has 13 Security Index subjects in the Special Section. Of these, 7 have previously been the subjects of summary reports. Two of these, namely, are no longer being scheduled.

913 changed to  
3-17

RE: SUMMARY REPORTS IN  
SECURITY INDEX CASES

for summary reports in accordance with agreements with the Bureau in their specific cases. Of the remainder, the following schedule for summary reports is being set up:

Due November, 1951	6
Due December, 1951	1
Due February, 1952	1
Due March, 1952	1
Due April, 1952	2

3. Top Functionary

The Baltimore Office has 1 top functionary who is the subject of a Security Index card, namely, [redacted]. A summary report was submitted in connection with the Smith Act case pending against him on 10/24/51. This case will be followed insofar as summaries are concerned by instructions received in the Smith Act case.

4. Key Figures.

The Baltimore Office has at present 49 Key Figures including [redacted], Smith Act subject, on whom a prosecutive summary has previously been submitted. Of the remainder, the following are being scheduled for summary reports at the time the next 6 months report would normally be due:

Due November, 1951	14
Due December, 1951	10
Due January, 1952	8
Due February, 1952	4
Due March, 1952	7
Due April, 1952	4

5. Vital Facilities.

The Baltimore Office at the present time has a total of 60 Security Index subjects employed in vital facilities, 42 of whom are not included in the above categories. No summaries have been submitted concerning these 42 and they are being scheduled for summaries at the time of their next regularly scheduled 6 months report:



913  
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3-17

RE: SUMMARY REPORTS IN  
SECURITY INDEX CASES

Due November, 1951	10
Due December, 1951	7
Due January, 1952	7
Due February, 1952	8
Due March, 1952	4
Due April, 1952	6

6. All remaining SI cases with no report since 1/1/49

The Baltimore Office has 18 cases in this category, none of which have had summary reports submitted concerning them. These are being scheduled for reports as follows:

Due March, 1952	6
Due April, 1952	12

7. SI cases with reports since 1/1/49

The Baltimore Office has 232 cases in this category with 3 summary reports previously submitted. Summary reports are being scheduled chronologically according to the date of the last report which in each instance is since 1/1/49. For convenience, these have been divided into the quarters of the year in which they were submitted and are being scheduled for summary reports as follows:

May, 1952	36
June, 1952	42
July, 1952	42
August, 1952	58
September, 1952	54

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI  
FROM : *WJB* SAC, OKLAHOMA CITY  
SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

DATE: 11/1/51

Re SAC Letter No. 95 dated 9/22/51.

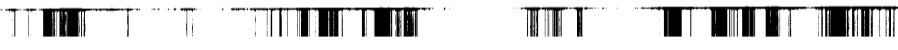
This office has at present 72 Security Index subjects. A review of the files of these subjects reflects the following information concerning them under the categories described in referenced letter:

CATEGORIES	CASES WITH SUMMARIES SUBMITTED	CASES WITH SUMMARIES NOT SUBMITTED	TOTAL CASES
2	0	1	1
4	4	4	8
7	1	62	63
0	5	67	72

It is noted that none of the Security Index Cases are in the sixth category.

Of the five summary reports which have been submitted on these subjects, three concern subjects who are being considered for prosecution under the Smith Act.

Summary reports on the cases in which they have not yet been submitted will be submitted at the rate of approximately twelve cases per month.



STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: October 26, 1951

FROM :

SUBJECT: SECURITY INDEX - GENERALPURPOSE

To advise you of the total cards in the Security Index.

DETAILS

During the past week 69 new cards were added to the Security Index and 15 cards were canceled, a net increase of 54 cards.

The Security Index count as of today is 17,255.



*list*

October 25, 1951

SAC, Omaha

Director, FBI

SECURITY INDEX: - GENERAL REGISTERED MAIL  
AIR MAIL SPECIAL DELIVERY  
RETURN RECEIPT REQUESTED

ReBulet dated December 20, 1950.

There is enclosed herewith a sealed package containing a new Security Index list of all subjects maintained in the general and Special Sections of the Security Index.

This package should be maintained in your office safe in accordance with instructions in referenced memorandum. This new list replaces the list in your possession. It is your personal responsibility to see that the old list is destroyed by burning.

The Bureau should be advised of your receipt of the attached list and the destruction of the old list.



917  
changed  
to  
44-14

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

FROM : SAC, SALT LAKE CITY

SUBJECT: <sup>C</sup> SECURITY INDEX - PREPARATION  
OF SUMMARY REPORTS

DATE: 10/30/51

Re SAC letter 95, Series 1951, dated 9/22/51 furnishing instructions relative to the preparation of summary reports on Security Index Subjects.

The instructions mention these reports are to be prepared so that they may be disseminated. However, no instructions are given as to whether copies of these reports should be furnished to ONI, G-2, or OSI.

The Bureau is requested to advise whether copies of future summary reports should be submitted to the above-interested agencies.

917  
changed  
to  
44-14

SAC, Salt Lake City

November 16, 1951

Director, FBI

SECURITY INDEX -  
PREPARATION OF SUMMARY REPORTS

Reurlet dated October 30, 1951, wherein you raised a question concerning summary reports in Security Index cases. Your question is being considered along with other suggestions and observations submitted by other offices. The policy established as a result of these inquiries from the Field will be contained in a forthcoming SAC Letter.



918  
changed  
to  
36-13

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 10/31/51

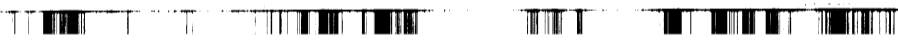
FROM : SAC, OMAHA

SUBJECT: SECURITY INDEX  
OMAHA OFFICE

Re SAC Letter #95, Series 1951, dated 9/22/51, Section (b).

This is to advise that Summary Reports in eleven Security Index cases are presently under preparation in the Omaha Office.

It is contemplated that these reports will be submitted by 1/2/51.



## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI  
 FROM : SAC, Los Angeles  
 SUBJECT: USE OF "C.I." AND "S.I."  
 STAMPS ON FILE COVERS

DATE: September 18, 1951

GENERAL

Remylet 4/19/51 captioned "SUGGESTION TO MARK CERTAIN SECURITY FILES IN A DISTINCTIVE MANNER," and rebulet dated 6/30/51 to SA authorizing the use of "C.I." and "S.I." stamps.

The Los Angeles Office has secured two stamps as set out hereunder:

S. I. C. I.

Each file concerning the subject of a current Security Index card has had the "S.I." stamp placed in the lower left hand corner of the file cover. Similarly, each file concerning the Subject of a Communist Index card has been marked with the "C.I." stamp.

Los Angeles now has in excess of 14,000 Communist Index cards and in excess of 2100 Security Index cards. As each copy of a channelizing memorandum, a complaint form or other incoming correspondence comes to the Communist desk, it is necessary that the supervisor determine by the most efficient means available whether or not a Security Index card currently exists and whether or not a Communist Index card has been prepared. The use of these stamps affords a ready, efficient means of effecting this determination.

261 These stamps have been of material value during the review of all cases in the "100" classification opened since January 1, 1949, recently directed by the Bureau. Agents

conducting this review were able, upon noting the presence of the S.I. stamp, to disregard such files. Prior to the use of these stamps, the Communist supervisors when reviewing channelizing memoranda, complaints or other incoming correspondence containing allegations of CP sympathy or membership, have had to review the frequently voluminous case file in each instance to determine whether or not a Security Index card was currently in existence and whether or not a Communist Index card had been prepared. The use of these stamps has resulted in a material saving of time in this regard by enabling the supervisor to determine at a glance whether such cards have been prepared.

Arrangements have been made so that upon the cancellation or transfer of a Security Index card, the S.I. stamp will be effaced. The C.I. stamp will, of course, remain permanent.

While the system now in effect in Los Angeles may not be necessary in an office with relatively few S.I. and C.I. cards, it is felt that it has been of distinct benefit to the administration of security work in this division.

920  
changed to  
7-13

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

*W/P*  
TO : Director, FBI  
FROM : SAC, Butte  
SUBJECT: SECURITY INDEX  
PREPARATION OF SUMMARY REPORTS

DATE: October 31, 1951

Re SAC Letter #95 dated September 22, 1951.

This is to advise that Butte has reviewed its Security Index cases. The following is the total number of cases falling in category 2, 6 and 7:

- 2. None
- 6. None
- 7. 53

It might be added that Butte has twenty-four cases on the Security Index involving key figures and subjects employed in vital facilities.

The Butte Division has assigned ten cases for the immediate preparation of summary reports. These are in the process of being prepared now. As soon as these are prepared, ten more will be scheduled for preparation. Of these ten cases scheduled, three are on the key figure list, two are employed in vital facilities and the remaining five fall in category number seven.

It is contemplated that this matter will be given expeditious and continued attention.

DATE: October 22, 1951

MEMORANDUM FOR THE DIRECTOR, FBI

RE: Security Index, Series 1951, cases 642-51.

The following information is being provided for the Bureau and the field offices for their information and guidance.

Summary reports for all Security Index cases will be submitted in accordance with the instructions in parts 1, 3, 4 and 5 at the time the Security Index cards are prepared. Cases in categories 6 and 7 have been assigned to the field offices by category and a schedule for the preparation of reports:

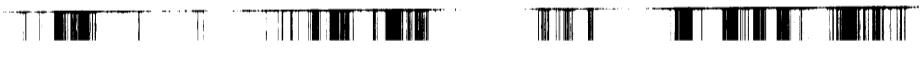
Category 6

This section contains Security Index cards for 12 individuals, of whom 10 cases have been assigned to the field offices. An additional six cases are being reviewed and have been assigned to the field offices. Summary reports at the time the next report is due (6 months or less). The remaining 2 cases are assigned and summary reports will be submitted within the immediate future.

Category 7

There are 701 cases not falling within categories 1 through 5 inclusive, all of which have been reviewed to determine whether they should be placed in Category 6 or 7. This examination has resulted in the inclusion of 97 cases in Category 6 and 701 cases in Category 7. The 97 cases in Category 6 have been re-opened and assigned (where not already assigned for reporting) and summary reports will be submitted in the immediate future. The remaining 701 cases in Category 7, some of which are assigned, are being scheduled for the preparation of a summary report at the earliest possible date.

Very truly yours,  
Special Agent in Charge





922  
changed  
to  
22-12

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 10-9-51

FROM : SAC, Anchorage

SUBJECT: SUMMARY REPORTS IN  
SECURITY INDEX CASES

Re SAC Letter No. 95, Series 1951 dated 9-2-51, wherein a proposed schedule for submission of summary reports on Security Index subjects was initiated.

A review undertaken by the Anchorage Office pursuant to instructions contained in referenced letter reflects 28 Security Index subjects are residing in this Division, all of whom come within the purview of Category 7 in referenced letter, inasmuch as instant review indicates the Bureau has received copies of reports containing pertinent derogatory information since January 1, 1949.

Prior to the initiation of this project, of the 28 Security Index cases 9 were in an open status, one in pending inactive status and 18 were in a closed status.

Other instructions contained in referenced letter were brought to the attention of Agents of this Division to whom these cases are assigned. In compliance with your instructions, a memorandum advising of the status of this project will be forwarded on January 1, 1952. This project is recognized as a continuous one and it will receive my close and personal attention.



Office Memorandum • UNITED STATES GOVERNMENT

923  
Rev. 10/16  
19-11

TO : DIRECTOR, FBI

DATE: October 25, 1951

FROM : SAC, HOUSTON

SUBJECT: SUMMARY REPORTS ON  
SECURITY INDEX CASES

NS

Re SAC Letter 95, dated September 22, 1951, Series 1951.

A review of the security index files in the Houston Field Division reveals there are 63 security index subjects. During July of 1951 this office submitted prosecutive summary reports for 3 subjects of the security index who were being considered for possible prosecution under the Smith Act of 1940.

In accordance with instructions contained in referenced letter, the following information is set forth.

(1) Prosecutive summaries will be submitted with Forms FD-122 for those individuals who are being recommended for the security index.

(2) The Houston Office does not have any security index subjects who are maintained in the special section of the security index.

(3) There are no subjects in the Houston Field Division which are considered top functionaries.

(4) There are 14 individuals carried on the key figure list in the Houston Office. Three prosecutive summaries have been prepared for individuals who are being considered for possible prosecution under the Smith Act and these were prepared in July of 1951.

~~EXPEDITE PROCESSING~~

(5) There are 6 security index subjects who are employed in vital facilities.

(6) A review of the Houston files reveals there are 8 security index subjects for which no pertinent derogatory information has been submitted to the Bureau in report form since January 1, 1949.

AIR MAIL COPIES DESTROYED  
25 FEB 4 1963



NOV 20 1951

SAC

OCT 25 1951  
11-7  
CPY

Diamond

al



923  
changed to  
19-11

Let. to Director  
10-25-51  
Re: Summary Reports on  
Security Index Cases

(7) This leaves a total of 35 security index subjects for which summary reports must be prepared in addition to those listed above.

It is the plan of the Houston Office that prosecutive summaries will be prepared for the 11 security index subjects under Section 4, and the 6 security index subjects under No. 5 to be submitted to the Bureau by March 15, 1952; thereafter, it will be the goal of the Houston Office to submit prosecutive summaries on the 8 security index subjects contained in Section 6 by April 15, 1952.

It is further the goal and aim of the Houston Office to complete the project of preparing prosecutive summaries on all security index subjects by September 1, 1952. This field division appreciates the importance of preparing these prosecutive summaries and will endeavor to submit the summaries prior to the deadline that has been established, and the Bureau will be promptly notified on January 1, 1952, and every 3 months thereafter in regard to the progress being made in the preparation of the summaries.

There is a total of 43 security index subjects for which prosecutive summary reports must be prepared falling under the categories of Number 2, 6 and 7.

Assistant Attorney General  
Criminal Division

October 25, 1951

Director, FBI

SECURITY INDEX LIST  
- GENERAL

There is attached hereto a current list of the names of the individuals maintained in the Security Index. This list is subdivided alphabetically under the field offices of this Bureau covering the residence of the individuals listed.

It is requested that this list be given utmost security.

Attachment

NOTE ON YELLOW ONLY: Special Section - Espionage not furnished to Department.



Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: October 5, 1951

FROM :

N SUBJECT: SECURITY INDEX - GENERAL  
VITAL FACILITIES

PURPOSE

To obtain your approval for instructing the Field to place cases of individuals who are in the Security Index and who are employed in vital facilities in a pending-inactive status upon submission of the required six month reports.

BACKGROUND

As you know, the Field is at this time under instructions to submit an investigative report on each subject employed in a vital facility every six months. Each six months they are to include in these reports information as to the subject's employment and residence together with any information obtained subsequent to the submission of the previous report. The Field is also to check with the Armed Forces representatives at the plants where these subjects are employed to determine whether they have access to classified or restricted material.

Attached hereto is Inspector \_\_\_\_\_ memorandum to \_\_\_\_\_ of September 14, 1951, recommending that instructions be issued to the Field that reports submitted on the above six month basis be placed in a closed status, and that the cases be so maintained until such time as the subject's address and employment are again verified.

OBSERVATIONS

1. Carrying Cases in Pending-Inactive Status.

At the present time cases of individuals who are considered Key Figures are retained in a pending-inactive status and reports are submitted on these individuals each six months. This procedure has been satisfactory and has enabled the Field to assign the cases to Agents who are in a position to be aware of information reported to the office on each subject during the period between submission of the six month reports. By placing the cases of Security

Index subjects who are employed in vital facilities in an assigned pending-inactive status after the submission of each six month report, Agents to whom these cases are assigned shall be aware of the information being received during the period between reports. Of course, this will result in a large number of cases reflected as in an assigned status in each Field Office. However, they will not appear as delinquent until six months after the date of the last investigative report. For your information, we have in the neighborhood of 1400 Security Index subjects who are employed in vital facilities.

2. Carrying Cases in a Closed Status Between Reports.

If these cases are placed in a closed status upon the submission of the six month reports it will be necessary for the Field to follow the cases for reopening through administrative ticklers. When these ticklers come due it will be necessary to open the cases and assign them to Agents for handling. Such procedure will result in the showing of the opening and closing of approximately 2800 security matters during the course of the year inasmuch as each of the 1400 cases in this category shall be reopened each six months.

While this is a matter which could be handled soundly either way, I do believe that for the purposes of uniformity and clarification of instructions to the Field that we inform them to carry such cases in a pending-inactive status during the period between reports. I believe that will result in a closer supervision of each subject in this category not only by the Field supervisory personnel but also by the Agents to whom the cases are assigned.

ACTION

If you agree, there is attached hereto a proposed SAC Letter to the Field instructing them to carry these cases in an assigned pending-inactive status.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director

DATE: 9-14-51

FROM : Inspector

SUBJECT: SECURITY INDEX SUBJECTS EMPLOYED  
IN KEY FACILITIES - ~~CONFIDENTIAL~~

Reference SAC Letter #47, Series 1951, dated May 12, 1951, and SAC Letter #53, Series 1951, dated May 26, 1951.

PURPOSE: The purpose of this memorandum is to request clarification of the status of six-month's reports for security index subjects employed in key facilities.

During the course of the current inspection of the Minneapolis Office, it has become apparent that there is some confusion in the Field as to what status reports written in compliance with SAC Letter #47, Series 1951, dated May 12, 1951, should be carried. The above-mentioned SAC Letter points out:

"At the time the addresses of these security index subjects are verified each six months, the following investigation should be made:

(1) Check with armed forces representatives at the plants or with other authorized, reliable sources to determine whether the subjects have access to classified or restricted material.

(2) Submit a report each six months in each security index subject employed in a key facility ....."

SAC Letter #53, Series 1951, dated May 26, 1951, Section C, captioned "SECURITY INDEX CASES", states that cases should not be opened merely to verify the address and employment of a security index subject.

The Manual of Instructions, Section 87C(7), Page 46, reflects that only top functionaries, key figures, and subjects who have been recommended for security index but have not yet been put on, should be carried in a pending inactive status. Therefore, it would appear that a case of this type would not be covered by the above rules. However, the Manual of Rules and Regulations, Section 11J (7) reflects in part that where no further action can be taken in a case for a fixed or reasonably definite time in the future, the case should be placed in a pending inactive status.

P3 /

7

Re: SECURITY INDEX SUBJECTS EMPLOYED  
IN KEY FACILITIES

926  
9-14-51

It is believed that this rule would not necessarily apply in security index cases where the subject is employed in a key facility.

RECOMMENDATION: It is recommended that definite instructions should be issued to the Field that reports written every six months to report the subject's employment in a vital facility and distributed to the appropriate agency, be carried in a closed status. The cases should be so maintained unless other reasons exist to open them until such time as the subject's address and employment is again verified. At that time, if the subject is still employed in a vital facility, the case should be reopened and immediately assigned for preparation of the next report.



926 X  
changed to  
52-14

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: October 11, 1951

FROM : SAC, Springfield

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES  
INTERNAL SECURITY - C

Re SAC Letter #95, Section B, dated September 22, 1951.

This office presently has 110 security index subjects on which it will be necessary to submit summary reports as set forth in referenced SAC letter.

The following figures are set forth concerning the number of such reports necessary in categories 2, 6 and 7 as set forth in referenced letter:

- Category 2 - Special Section of Security Index . . . . . 0
- Category 6 - Cases in which no Pertinent Derogatory Information has been Submitted in Report Form since January 1, 1949 . . . . . 14
- Category 7 - The remainder of cases on Security Index not falling within the first 6 . . . . . 69

Arrangements have been made with the Agents handling security investigations and those agents who have security type cases assigned to them to submit a summary report in their cases at the rate of two a month. When the Agent has completed submitting summary reports on those cases presently assigned to him at the above rate, he will then arbitrarily be assigned the task of preparing a summary report on those cases in which summaries are needed which are presently in a closed status.

Progress reports concerning this matter will be submitted according to instructions in referenced letter.

926 X1  
changed to  
46-12

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI

AIRMAIL

DATE: 10-24-51

FROM : SAC, San Diego

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

Re Section (B), SAC Letter No. 95, Series 1951, dated September 22, 1951.

Fursuant to instructions set forth in referenced SAC Letter, Agents assigned to the Security Squad have instigated file reviews for the purpose of preparing summary reports regarding Security Index Subjects in this office.

In order that this project may receive constant attention I am planning to assign additional Agent personnel to Security work in the San Diego Office in order that at least two of the Agents assigned to the Security Squad will be able to devote full time to preparation of these reports while the remainder are handling investigations, surveillances, and development of Security Informants.

In accordance with instructions, the Bureau will be advised on January 1, 1952, regarding accomplishments in furthering this project as of that date.

- GENERAL

(E) MARKING FILES PERTAINING TO SECURITY INDEX AND COMMUNIST INDEX SUBJECTS -- The Bureau will send shortly to each Field Division a large rubber stamp approximately 1 1/4 inches high, bearing the letters "SI," and another stamp of the same size bearing the letters "CI."

You should arrange to have the main file pertaining to each Security Index subject stamped with the "SI" stamp and the file on each Communist Index subject, if a main file exists, stamped with the "CI" stamp on the outer cover of the file, approximately 4 inches from the opening end and midway between the other sides. It is not necessary that a project be undertaken to stamp all of these files and they may be stamped by the Supervisor as the files come up on tickler or in connection with incoming reports or correspondence. The purpose of the procedure is to facilitate the handling of Security Index matters and immediately to signal the Supervisor that a Security Index or Communist Index card is in existence.

GENERAL

(K) SECURITY INDEX - ADMINISTRATIVE PROCEDURE FOR FOLLOWING CASES -- Reference is made to SAC Letter No. 47 (a) dated May 12, 1951, which instructed that reports be submitted each six months on Security Index subjects employed in vital facilities, and SAC Letter Number 95 dated September 22, 1951, which instructed that summary reports be submitted on all Security Index subjects once each year.

Current instructions require that cases of Key Figures, Top Functionaries, and persons in the prominent individuals portion of the Special Section of the Security Index be carried in an assigned pending-inactive status during the interim between the required six month reports. Such cases shall continue to be so handled.

Henceforth, cases of all other subjects in the Security Index including those of subjects employed in vital facilities shall be closed upon the completion of required active investigation and shall thereafter be followed by administrative tickler for the required six month or yearly reports. On the date these ticklers come due, such cases shall be reopened and assigned to Agent personnel for review and preparation of the necessary reports.

Any such cases now being carried in a pending-inactive status solely for the purpose of submitting the six-month or yearly reports should be closed administratively and followed by administrative ticklers.

During office inspections by Bureau inspectors and self-inspections by the Special Agents in Charge, the inspectors are required to check the files on all Security Index subjects for the purpose of ascertaining whether reports are being submitted at the required intervals.

These instructions should not preclude the reopening of any Security Index case at any time when matters arise which necessitate investigative action during the interim between the regularly scheduled reports. In such instances they should be reopened and assigned just as other cases.

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI  
FROM : SAC, El Paso  
SUBJECT: SECURITY INDEX - PREPARATION  
OF SUMMARY REPORTS

DATE: November 5, 1951

Re SAC Letter No. 95, dated September 22, 1951, and particularly to Paragraph B thereof which institutes a project to submit summary reports on all individuals whose names are contained in the Security Index.

This office has been unable to undertake this project for the reason that all Agents of the Office have been engaged on an investigation involving an escape route for the Communist Party fugitives.

It is expected that the demands will lessen in the immediate future and the project will be initiated at the earliest possible time.

720  
changed  
to  
16-11

928  
changed to  
16-11

SAC, El Paso (

November 26, 1951

Director, FBI

SECURITY INDEX -  
PREPARATION OF SUMMARY REPORTS

Reurlet dated November 5, 1951.

You should closely follow the project to prepare summary reports in all Security Index cases in order that the summary reports can be prepared as soon as conditions existing in your office permit.

On January 1, 1952, you should advise the Bureau of the status of this matter in accordance with instructions in SAC Letter Number 95 dated September 22, 1951.

Para 2

The 3000 the Security Index of it has also been made  
in the SIC... through... of...  
...done... the Security Index  
...reasons...  
...the Security Index...  
...locked... in the Security Squad room. Please advise



## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, Denver

SUBJECT: SUMMARY REPORTS  
IN SECURITY INDEX CASES

DATE: October 12, 1951

929  
changed to  
13-14

Re SAC Letter No. 95, dated September 22, 1951.

Referenced SAC letter instructed that the Bureau be advised of the plans formulated and action taken in undertaking the project of preparing Summary Reports in all Security Index cases.

There are two cases in the Special Section of the Security Index; however, a Summary Report has been prepared within the past six months on one of these cases.

There are no top functionary cases in the Denver Office.

There are eight key figure cases other than the Smith Act Subjects.

All remaining Security Index cases are presently being reviewed, and those cases wherein no report has been submitted since January 1, 1949 will be assigned for the preparation of Summary Reports immediately. It is estimated that there will be approximately twenty-five cases in this category. There are approximately 140 Security Index subjects in the Denver Office.

Excluding those cases included in Categories 1 through 6 and the Smith Act Subjects, there will remain approximately 99 cases that must be scheduled for the preparation of Summary Reports.

The Special Section, key figure and vital facility cases are being immediately assigned, and reports will be submitted to the Bureau by December 1, 1951.

Those cases appearing in Category No. 6 will be assigned December 1, 1951, and reports will be submitted to the Bureau by February 1, 1952.

The remaining cases will be reopened and assigned when it is felt that these cases can be expeditiously handled and reports prepared.

On January 1, 1952, when this office submits its memorandum as to the status of this project, we should be in a better position to state the progress of the project and the time that will



930 changed to  
15-18



Federal Bureau of Investigation  
United States Department of Justice  
Post Office Box 2118  
Detroit 31, Michigan  
October 24, 1951



IN REPLY, PLEASE REFER TO  
FILE NO. \_\_\_\_\_

RS

Director, FBI

et

Re: SECURITY INDEX IN PREPARATION OF  
SUMMARY REPORTS

Dear Sir:

Reference is made to SAC letter No. 95, Section B,  
Series 1951, dated September 22, 1951.

In accordance with instructions contained in the  
referenced SAC letter, the following action has been taken towards the  
completion of the writing of summary reports for all individuals whose  
names are listed in the Security Index of this office. To facilitate  
the reading of this letter the steps taken by this office will be set  
out in numbered paragraphs to correspond with the numbered paragraphs  
set out under the caption "Schedule for Submitting Summary Reports" in  
referenced letter.

1. Instructions have been issued to all Agents in the Detroit Office that  
a summary report should be prepared and stapled to a form FD 122 when  
recommending an individual for inclusion in Security Index, providing this  
is not the first report submitted on this Subject.
2. There are presently seven persons within the Special Section of Security  
Index of this office. At the time instructions were received to  
immediately prepare summary reports on these persons, three of these cases  
were in a pending status. The remaining four cases have been opened and  
assigned to Agents and summary reports are being prepared in all seven  
cases.
3. The Top Functionaries of this office are five in number and summary  
reports have been prepared in all cases. Four of these functionaries  
are the Subjects of prosecutive summaries recently prepared for possible  
prosecution under the Smith Act. The other top functionary is  
former Chairman of District 7, CP USA, upon whom a prosecutive summary re-  
port was prepared prior to his trial in 1949 for a Smith Act violation.  
..... is carried as a Top Functionary pending receipt of verification by  
the New York Office of his conviction and subsequent sentencing to the  
custody of the Attorney General.

930  
changed to  
15-18

Letter to the Director  
October 24, 1951

4. There are presently 56 Key Figures in this office. Of this number, prosecutive summary reports for possible prosecution under the Smith Act were prepared in July, 1951, on four of these persons. Instructions have been issued to all Agent personnel that the next regularly scheduled report on a Key Figure should be a summary report and eleven of these reports are presently being prepared.

5. Of the 995 persons on Security Index in the Detroit office, 282 are employed in vital facilities. Of this total, 120 cases have been assigned for summary reports, reports in two of these cases have been submitted and the remaining 118 are being prepared. Under present plans, all the cases on individuals employed in vital facilities and on Security Index will have been assigned for summary report by February, 1952.

6 & 7. There are 645 persons on Security Index not covered by paragraphs one through five. The files on these persons are presently being reviewed and the cases in which no derogatory information has been submitted in report form since January 1, 1949 are being assigned for the preparation of a summary report. The remaining cases are being assigned for the preparation of a summary report as available personnel permits and continuous attention will be given these cases so they may be assigned as soon as possible.

To assure the completion of this project and the continued submission of periodic summary reports in required cases, it is planned to review these cases as they come up on semi annual tickler in the Security Index except those cases which require more frequent handling. The Security Index of this office is divided into six approximately equal groups and one of these groups is reviewed each month and the residence and employment of each individual verified. Thus the case file of each individual is reviewed twice yearly, except the cases of Top Functionaries, which are reviewed quarterly.

An administrative tickler has previously been prepared on Top Functionaries and it is planned that each fourth report on persons in this classification shall be a summary report, thus assuring that a summary report will be submitted annually.

In regard to Key Figures, an administrative six months tickler has been previously established and after the submission of the first summary report a summary report will be submitted every alternate six months.

930 changed  
to  
15-18

Letter to the Director  
October 24, 1951

All other cases on Security Index, including those persons employed in vital facilities, are reviewed semi-annually, as previously stated, and it is planned that at this time the files will be reviewed to insure the submission of a summary report annually after the submission of the first such type report.

In view of the already established ticklers which insure the review of all cases on Security Index at least twice yearly, it is felt it is not necessary to set up a separate administrative tickler to handle the annual submission of summary reports in the required cases.

Very truly yours,

931  
changed to  
50-21

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE:  
November 8, 1951

FROM : SAC, SEATTLE

SUBJECT: SECURITY INVESTIGATIONS OF INDIVIDUALS;  
SECURITY INDEX STANDARDS

Reference is made to SAC Letter No. 73 (A), July 24, 1951, directing review of certain files to identify cases which should be opened and investigated with a view to determining whether subjects thereof should be included in Security Index.

This is to advise that the Seattle office has completed review of all individual Security files opened since January 1, 1949; the file from January 1, 1949 to date; and the Communist Index.

Based upon the above reviews, a total of 169 cases have been opened pursuant to instructions contained in SAC Letter No. 73 (A).